



**DRAFT**

**MONTANA STATE EMPLOYERS COUNCIL  
EXECUTIVE BOARD MEETING MINUTES**

**Thursday – April 7, 2005**

**8:30 am to 12:30 pm**

**Helena Job Service Workforce Center – Meeting Room #1**

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**Board Members Present:**

Carolyn DeYoung, Barb Kain, Patty Guiberson, Sylvia Murray, Betty Stone, Cal Boyle & Patty Nordlund

**Recorder:** Kathy Yankoff, State JSEC Coordinator

**Guests:** Ingrid Childress, Lorelee Robinson & Andy Lublin – DLI Workforce Services Division  
Dore Schwinden, Deputy Commissioner of Labor

**I. CALL TO ORDER:** Carolyn DeYoung called the meeting to order.

- A. **Introductions:** Self-introductions were made of all present.
- B. **Agenda Review & Changes:** None.
- C. **Approval of Minutes from 09/30/04:** Cal made a motion to accept the minutes as submitted. Betty seconded the motion. Minutes approved as submitted.
- D. **Correspondence:** Received: Thank you cards from the JMG students who attended the National Conference in D.C were circulated, thanking the Board for their financial assistance with their trip. The Conrad JSEC had sent a letter indicating their disbandment due to lack of sufficient staff support. Outgoing correspondence: In December and January, letter's of welcome and congratulations were sent by Chair Carolyn DeYoung to the new Governor and key administration people. No other correspondence.

**II. REPORTS AND UPDATES:**

- A. **Treasurer's Report (Sylvia Murray):** A copy of the Treasure's Report was passed out to all members present. **Current balance** is \$10,810.65. **Revenue** since the last report (September 30, 2004) totals \$240.48 in CD and Savings Account interest, sale of JSEC promotional items and Division Core Values mugs. **Expenses** since the last report total \$760.50. Individual costs include: \$600.00 to Lorelee Robinson for JMG students attending the National Conference in DC; and \$160.00 for a national SHRM membership for Kathy Yankoff and check fees. **ACTION:** Barb made a motion to accept the report as submitted. Cal seconded the motion. The Board accepted the report as submitted and a signed copy was given to Kathy for the permanent file.
- B. **Division Update:** Ingrid Childress, WSD Administrator reported on the latest developments with the Department, Division and legislative issues.
  - **Nominations for the State Workforce Investment Board (SWIB):** The Governor will be appointing a new State Board and is seeking nominations. He is particularly looking for private sector business nominees, as 51% of the Board membership has to be business. The Board meets 2-3 times a year and Board members expenses are covered. Ingrid encouraged the MSEC Board members to help with this request by either nominating or recommending that someone apply. Kathy will be sending out an e-mail to all the local JSEC Chairs and local JS Managers putting out this request.
  - **Legislative Update:**
    - ✓ As a whole, the Department and Division did pretty well with the budget process this year. In HB2 – the main allocations bill for state government, we basically got all that we asked for and some extra. With the exception of the Displaced Homemaker Program, all other General Fund programs that have been funded by the ESA this past biennium are now back in the General Fund. We did get some additional ESA money for 6 FTEs. This will help us restore some staffing in the smaller offices that are currently at a bare bones level.
    - ✓ The State Pay Plan also passed and has been signed by the Governor.

- ✓ HB159: This is the UI housekeeping bill that covered several items including the sideboards to the ESA. The Senate committee added an amendment to include the Displaced Homemaker Program in the list of allowable ESA expenditures. [Note: The bill passed the Senate as amended and the House passed the amended bill 100-0. The bill will now go to the Governor for signing].
  - ✓ HB589: This was the bill that would have had a significant impact on the governance and oversight of the state's workforce system. It took away much of the Governor's flexibility, deferred most federal workforce related funding and administration to the Local Workforce Investment Boards and Montana Job Training Partnership, Inc. and appeared to dismantle the Job Service network of local offices. Ingrid was glad to report that an agreement had been reached between the opposing parties and was just signed the day before this Board meeting. The agreement came about through a facilitated session between the "state" and "locals" to work out the issues that gave rise to the bill. As a result of the agreement, the bill was tabled in committee. This experience did bring forward a need for us to build better communication protocols with local County Commissioners.
  - ✓ Ingrid provided a brief background on our new Commissioner Keith Kelly and indicated that he has been a great champion for us during the Legislative Session. She also noted that we now have a Deputy Commissioner of Labor, Dore Schwinden. Keith hired a Deputy at the suggestion of former Commissioner Wendy Keating as she felt the Department's added responsibilities over the past few years have made the Commissioner's job pretty difficult for just one person to handle. Dore worked for our Department several years ago. Keith and Dore both plan to be in Glasgow for our meeting.
- C. **Jobs for Montana's Graduates:** JMG State Coordinator, Lorelee Robinson reported the following:
- The Statewide Career Development Conference is May 3<sup>rd</sup> and 4<sup>th</sup> at the Copper King Inn in Butte. Judges are needed for the various competitions. If interested contact Nancy Elliott – 406-444-1713 by April 22<sup>nd</sup>.
  - JMG has a new staff person – Jim Lambert. Marilyn Daumiller took a job as a legislative fiscal analyst. We are lucky to have Jim who has worked previously as a JMG Job Specialist in Culbertson. He most recently worked for our Apprenticeship Unit.
  - National JAG update: Montana JMG is affiliated with the national Jobs for America's Graduates. Governor Janet Napolitano from Arizona is the newly elected chair of the JAG Board of Directors.
  - National recognition for JMG: 1) Montana's JMG class of 2003 attained the highest graduation rate in the nation. 2) We received the second highest education rate with the class of 2003. 3) Four Montana Job Specialists received recognition. Krista Hertz from Roberts HS was honored as one of the top 10 performers based on the Education Rate for the Class of 2003. Jessica Goosen, Brady HS; Justin Jimison, Wolf Point HS and Lori Dickson, Powell County HS were all recognized for being a top 20 performer based on education rate for 2003.
  - Legislative Update: JMG has been reinstated to the Department's General Fund money by the Legislature. It looks like we will receive the same level of funding as last year.
  - There are currently 41 programs in place. We lost a few schools due to changes in staff and budget, but think 2 of those will be back in the future. We are looking to have Laurel, Chester and Whitehall join the network next year.
  - Foundation Update: JMG's Foundation will be meeting this month to decide whether or not to hire an executive director and to elect officers.
  - Newsletter: A copy of the December 2004 newsletter was distributed. The newsletter includes pictures of the students who went to Washington, D.C. and a special thanks to JSEC for their donation.
  - Lorelee distributed JMG candy jars to the Board members as appreciation for their support of the program.
- D. **Update on plans for 2005 Annual Meeting (Kathy Yankoff & Betty Stone):** Copies of the draft agenda were distributed. Kathy led a discussion of the agenda items.
- Day One:** Tuesday will be a very full and long day since we have the banquet that night. She noted that we are very fortunate to have Steve Beck as our keynote on Tuesday. He has given us a great discount on his fee, which will be ½ the amount we spent on our keynote last year. She still needs to secure an emcee for the banquet. Steve Olson, Manager of the Glendive/Sidney offices comes highly recommended. Dore Schwinden was also suggested as a possibility. **ACTION:** Kathy will contact Steve Olson and ask him to emcee. Dore Schwinden will be asked if Steve declines.
- Day Two:** Wednesday starts off with Jeanne Bender, Billings attorney and editor of the "Montana Employment Law Letter". Jeanne is donating her time and we are picking up her hotel and travel costs – again, a pretty sweet deal. Breakout sessions will be held the last half of the morning. Kathy suggested we

consider having our MSEC Business Meeting at the Glasgow Job Service. It will give our JSEC members a chance to see the office and we'll be closer to the downtown restaurants when we break for lunch. All agreed that would be the best option, so Kathy will contact Mona and Lee to arrange the use of their meeting room. The agenda for the business meeting will be discussed later in the meeting.

**Special Events:** Betty reviewed the various special functions that are being planned. Monday evening's Early Registration will be at the Sunnyside Golf and Country Club. A heavy hors d'oeuvre meal will be provided. Betty will talk with the Club to secure tee times or a possible tournament. On Tuesday, we will cap the afternoon with a tour of the NOAA Weather Station in Glasgow. That evening, our Awards Banquet will be held at the Cottonwood Inn. The menu will be a choice of Chicken or Beef Béarnaise. Betty has secured the services of a karaoke DJ for the post-banquet entertainment. Our final day – Wednesday – will end with a tour of the Ft. Peck Interpretive Center & Dinosaur Museum and a picnic at the Kiwanis Park.

- E. **Progress Report on 2005 Strategic Plan (Kathy):** Kathy distributed copies of the Strategic Plan developed in September along with a copy of the letter sent out to JSEC Chairs in January with an update on the goals. The following progress was noted in that letter:
- Letters of welcome and congratulations from MSEC Chair Carolyn DeYoung were sent to Governor Schweitzer, the Senate & House Leadership, Commissioner of Labor Keith Kelly; Chief Business Development Officer Evan Barrett; Associate Commissioner of Higher Education, Dave Gibson; State Superintendent of Schools Linda McCullough and Director of Commerce, Anthony Preite.
  - Kathy has provided progress reports and information on the Department's legislative priorities on a regular basis and as needed.
  - A letter clarifying the parameters for legislative activity by JSEC and MSEC was sent to the MSEC Board and local JSEC Chairs and their members in early December with cc: to WSD Administrator Ingrid Childress, Bureau Chief Gordy Higgins, local Center Managers and local JSEC Coordinators.
  - MSEC Scholarship: A sub-committee consisting of Carolyn, Barb, Sylvia and Kathy met via a series of conference calls following the September meeting. Their recommendations and the related documents will be presented under Old Business.
  - Unfinished action items: The outreach/promotional tools for local JSECs such as a boilerplate Letters to the Editor and Public Service Announcements have not yet been developed. This is partly due to the fact that the Department's Public Information Officer position has been vacant since last Fall and Kathy wanted to consult and work with the new PIO on these items. [Dore stated that filling that position is in the works and they hope to have someone on board by the end of April].
- F. **Progress on joint meeting with MEDA (Kathy):** Kathy reported that Ingrid sent a letter to the MEDA Board of Directors proposing a joint meeting in the future. As a result, we have been invited to the Board meeting in Glasgow on April 27<sup>th</sup> to discuss the proposal – plus, we have been given a ½ hour spot on their conference agenda on April 29<sup>th</sup>. It appears that this Fall may be the best timing as they may possibly be doing a joint meeting with their Wyoming counterpart in the Spring of 2006.

### III. OLD BUSINESS:

- A. **JSEC PR merchandise:** We are well stocked in the JSEC mugs inventory, but we have just a few of the pad folios left. The last time we ordered was 2001 and we purchased 200. That was a closeout item, so the exact same thing may not be available anymore. **DECISION:** Kathy has full discretion to work with the vendor and place an order for pad folios.
- B. **MSEC Statewide Positions (Carolyn):** The Statewide Position Statements were reviewed. No comments were offered or changes proposed.
- C. **Drawing for local JSEC attendance at annual meeting (Carolyn):** Discussion on whether the Board wants to do the \$200 drawing this year for a local JSEC with representation at the meeting. **ACTION:** Motion/second from Patty G/Barb to award the \$200 again this year through a drawing. Motion carried.
- D. **MSEC Awards for 2005 (Kathy):** Nomination information went out in early March, followed by a few reminders and encouragements a few weeks ago and again this week. Kathy has received several inquiries and expects we should have a pretty good response this year. The submission deadline is Friday, April 29<sup>th</sup>.
- E. **MSEC Scholarship Committee Recommendations (Barb/Kathy):** The scholarship information sheet and nomination form were distributed and discussed. The committee proposes naming it the Fred Unmack Scholarship, that it be a \$500 award to a HS senior to pursue a post-secondary training program of any type. The money would be awarded directly to the student for whatever purpose

they need to help them attend school. The pool of applicants would be exclusively the successful recipients of local JSEC scholarships in the same year as the MSEC scholarship is awarded. The scholarship deadline is May 13<sup>th</sup> this year. Kathy and Sylvia will be 2 of the 3 members of the selection committee. Kathy will find a third person among the JSEC or MSEC ranks to judge. Members of local JSECs that have a scholarship program will not be allowed to participate in the selection. **ACTION:** Patty N/Patty G moved and seconded to adopt the committees' recommendations for the MSEC scholarship. No further discussion. Motion carried. There was some discussion on when to announce the scholarship recipient. **DECISION:** It was agreed that the MSEC scholarship recipient would be announced at the MSEC Awards Banquet. Kathy will also have a framed certificate prepared to present along with a check for the scholarship funds. That will be presented to the local JSEC representative and/or the local Manager present. Barb noted she would like to request the recipient send a thank-you note to Fred's widow, Linda.

- F. **ADDED ITEM:** Barb mentioned that in past years, the MSEC Board agreed to provide some funds so Kathy could purchase special items for Business Advocates that she wanted to recognize at their annual training for going "above and beyond". Kathy was able to cover this cost out of the Department budget this past year. The 2005 Advocate training will be sometime this Fall, probably September. **ACTION:** Betty made a motion to offer the funds to Kathy again this year; Sylvia amended the motion to have the offer be on-going; Patty amended the motion to indicate the offer be any amount up to \$50; Carolyn seconded the motion as amended. No further discussion. Motion carried.

#### IV. NEW BUSINESS:

- A. **Annual Business Meeting Agenda Items (Carolyn):** A draft agenda for the 2005 MSEC business meeting was distributed. There were no deletions from the suggested items. Kathy will add some time for comments from Commissioner Kelly and/or Deputy Commissioner Schwinden. She will also request agenda items from the local Chairs.
- B. **2005 Meeting Calendar (Carolyn):** The dates of either Thursday, September 22<sup>nd</sup> or Thursday, September 29<sup>th</sup> will be explored. Kathy will check into any potential conflicts, hotel and meeting space availability. She reminded everyone that the Fall meeting would be a full day as it is both the Annual Strategic Planning Session and the Executive Board business meeting.
- C. **2005 – 2006 Executive Board candidates (Carolyn):** Since the Board has so many new members, Carolyn asked if everyone would be willing to continue in their current position for another year. This will allow some additional time for the new folks to learn the ropes. Everyone present agreed to continue. **ACTION:** Betty agreed to present the slate of Officers for election at the business meeting. Nominations will also be solicited from the floor.
- D. **Possible Sites for 2006 joint meeting (Carolyn):** Barb suggested to Patty N. that Billings consider bidding and hold the meeting in Red Lodge. Cal and Patty G. indicated that Tri-County was preparing a bid to hold the meeting at Fairmont with the help of the Butte JSEC. It was agreed to ask Billings to hold off for another year.

#### V. ADJOURN:

There being no other business, the meeting was adjourned at 11:40 a.m.